Nowgong College (Autonomous)

Examination Form Fill-Up Notice
FYUGP Third Semester End-Term Examinations 2024

This is for information of all concerned that the Form fill-up process of FYUGP 3rd Semester End-Term Examinations 2024 (Regular Batch-2023) (B.A., B.Sc., B.Com., B.Voc.) will be done through SAMARTH online portal. After filling up the Online Examination Form, the students shall have to take printout of the submitted Form as well as Payment Transaction Slip and submit both to the college office along with the photocopy of Grade-sheet/Result-sheet/Admit-Card of FYUGP 1st Semester Examination (passed/appeared).

The students are requested to go through the User Manual before filling up their online examination forms. The details of schedule, portal, fee structure etc. are given below.

Schedule

1. Online Form Fill up: **24/10/2024** to **29/10/2024**

2. Last date of submission of hardcopy to College Office: **29/10/2024**

Portal for Form Fill Up

https://nowgongcollege.samarth.edu.in/index.php/site/login

Fee Structure:

1. FYUGP-B.A.: Rs. 1250/- (Students having Geography as one of the subjects need to pay an additional fee of Rs. 200/-)
2. FYUGP-B.Sc.: Rs. 1450/-
4. FYUGP-B.Com.: Rs. 1250/-
5. FYUGP-B.Voc. (BMLT): Rs. 1450/-

Mode of Payment of Examination Fee

The stipulated examination fee is to be deposited/paid by the students in online-mode through any of the ways mentioned below.

a. **Payment through QR Code Scan.**

SCAN & PAY USING ANY BHIM UPI APP

b. **Online Account Transfer:**

Name of the Bank: Assam Gramin Vikas Bank
Account No.: 7257010035574
Account Name: Admission and Examination Fund
IFSC: PUNB0RRBAGB

Documents to be Submitted to College Office

1. Hardcopy of Examination Form
2. Hardcopy of Payment Transaction Slip (online payment proof)
3. Grade-sheet/Result-sheet/Admit-Card of FYUGP 1st Semester Examination (passed/appeared)

However, the following students are debarred from filling up examination form due to inadequate class attendance. Any such student, if try to fill online examination form without due approval, their Admit Card shall not be issued. In such cases, they will also forfeit the examination fee.

FYUGP Bachelor of Arts (FYUGP-B.A.)

971972310285,	971972310301,	971972310312,	971972310351,	971972310381,
971972310382,	971972310445,	971972310448,	971972310543,	971972310559,
971972310580,	971972310582,	971972310590,	971972310595,	971972310596,
971972310672,	971972310686,	971972310687,	971972310689,	971972310691

FYUGP Bachelor of Science (FYUGP-B.Sc.)

971972310087,	971972310111,	971972310127,	971972310138,	971972310144,
971972310147,	971972310191,	971972310234,	971972310264	

FYUGP Bachelor of Commerce (FYUGP-B.Com.)

971972310883,	971972310887,	971972310891,	971972310896,	971972310904,
971972310905,	971972310912,	971972310926,	971972310960,	971972310963,
971972310989,	971972310995,	971972311020,	971972311034,	971972311038,
971972311043,	971972311044,	971972311052,	971972311053,	971972311059,
971972311062,	971972311066,	971972311067,	971972311070,	971972311072,
971972311079,	971972311099,	971972311103,	971972311110,	971972311111,
971972311131,	971972311133			

This is issued with the approval of the Principal, Chief Controller of Examinations, dated 23rd October 2024.

(Dr. Afzalur Rahman)   (Dr. R.S.K. Singh)
Dy. Controller of Examinations   Controller of Examinations
Nowgong College (Autonomous)   Nowgong College (Autonomous)

Nowgong College (Autonomous)

Examination Form Fill-Up User Manual
FYUGP Third Semester End-Term Examinations 2024

The Examination Form filling process is divided into two Activities. Students must complete Activity-1 (Course Selection) and then Activity-2 (Examination Form Submission) to complete the process.

Activity-1: Course Selection: In this activity, Students need to select the papers/courses opted for the Third semester.

Activity-2: Examination Form Submission: In this activity, Students need to submit the Examination Form.

Steps to Complete Activity-1: COURSE SELECTION

Step 1: Open the student portal through https://nowgongcollege.samarth.edu.in/index.php/site/login. The homepage will appear as below. Students can mention their Enrolment number and Password and then click on the **LOGIN** button.
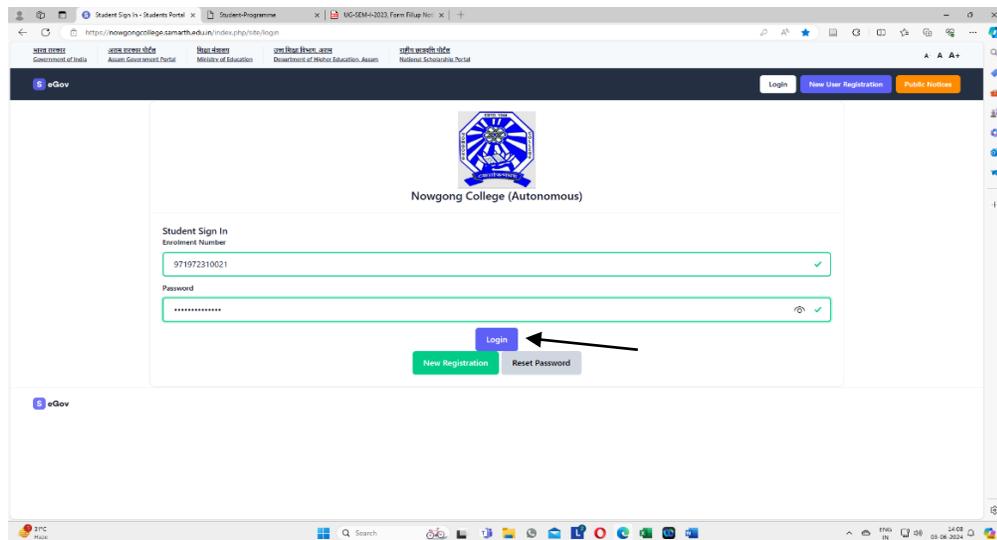
Step 2: Student Dashboard: Once the student successfully logs in to the student portal, the dashboard will be shown, following which, the student can see the respective programme which has been allocated to him/her. The students need to click on **CLICK HERE** button.
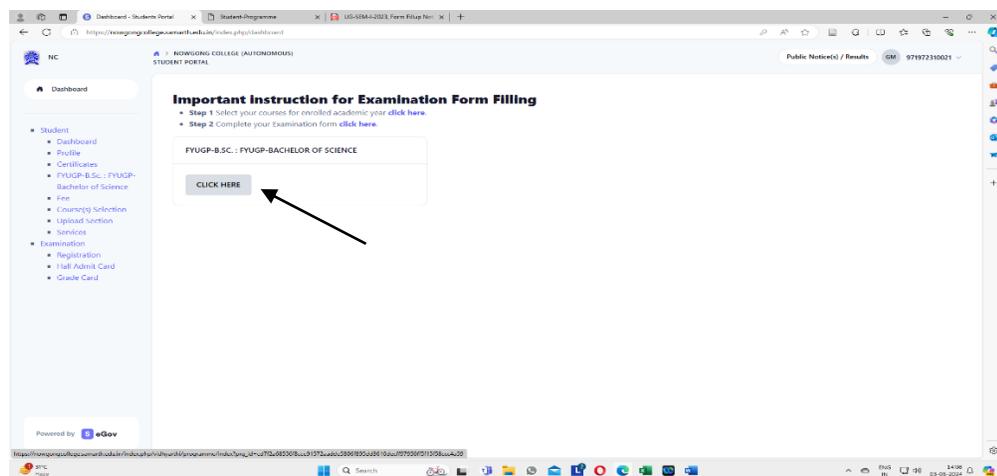
Step 3: Course Selection for the Respective Programme: Students can click on the **CLICK HERE TO SELECT YOUR COURSES** button for course selection.
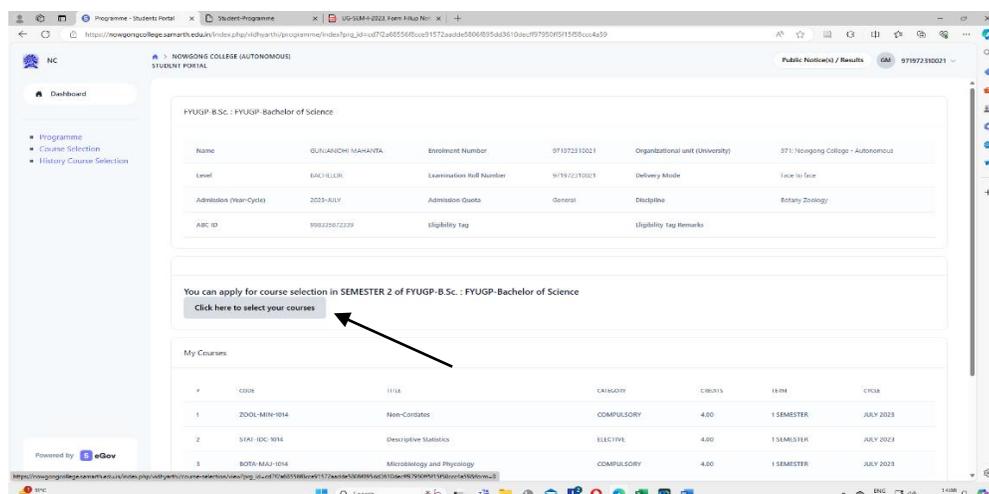
Step 4: Course Selection Section: Students need to select the courses/papers for the Third Semester from the drop-down and click on **SUBMIT** button.
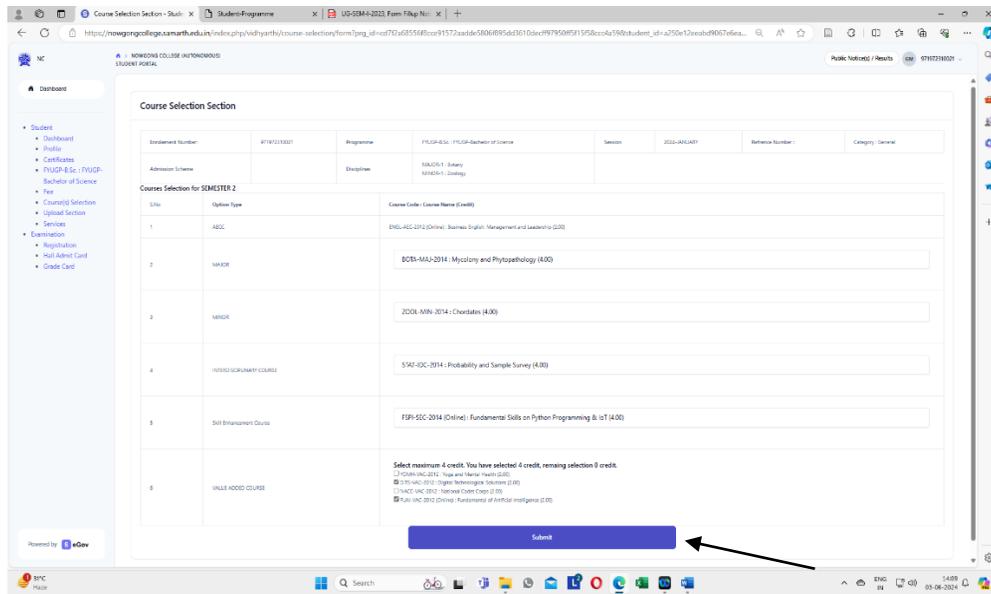
Step 5: Update Course Selection Section (if necessary): When the student clicks on the Submit button, the dashboard is shown and if the student wants to update the selected courses/papers, he/she can click on the **UPDATE COURSE SELECTION** button. If this is not required, then the student will click on the **SUBMIT COURSE SELECTION** button.
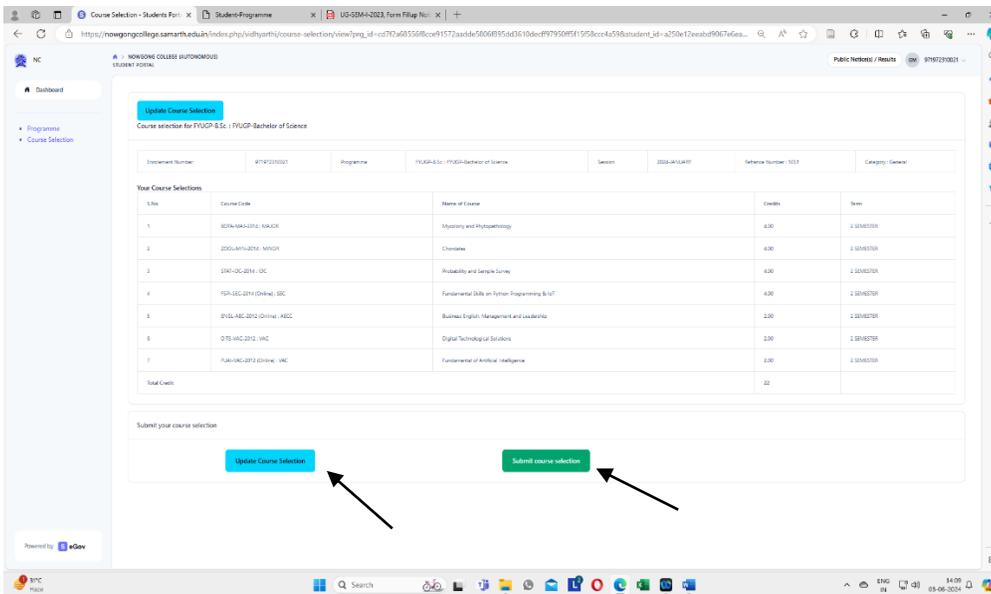

Step 6: After clicking on the submit courses election button, the courses will be submitted successfully and a pop-up message (Courses submitted successfully) will appear on the dashboard. The Activity-1: Course Selection is complete here. Now students need to click on **DASHBOARD** button as shown below to proceed towards Activity-2: Examination Form Submission.
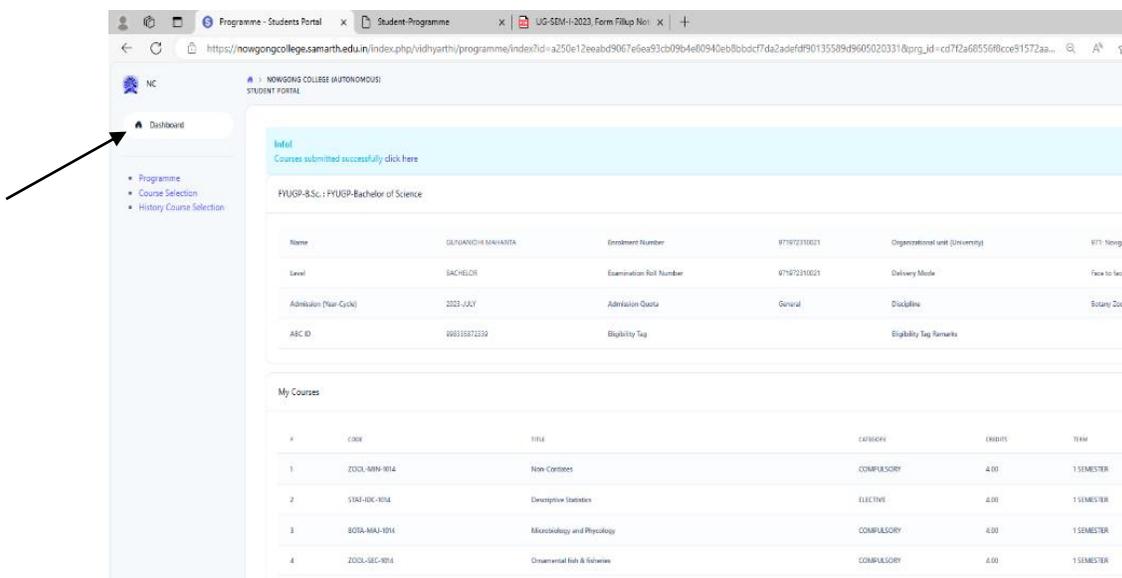
Steps for Activity-2: EXAMINATION FORM SUBMISSION

Step 1: Examination Registration: Once students click on the Dashboard button, the Examination Registration option will be visible on the left sidebar menu, then students need to click on the **REGISTRATION** button.
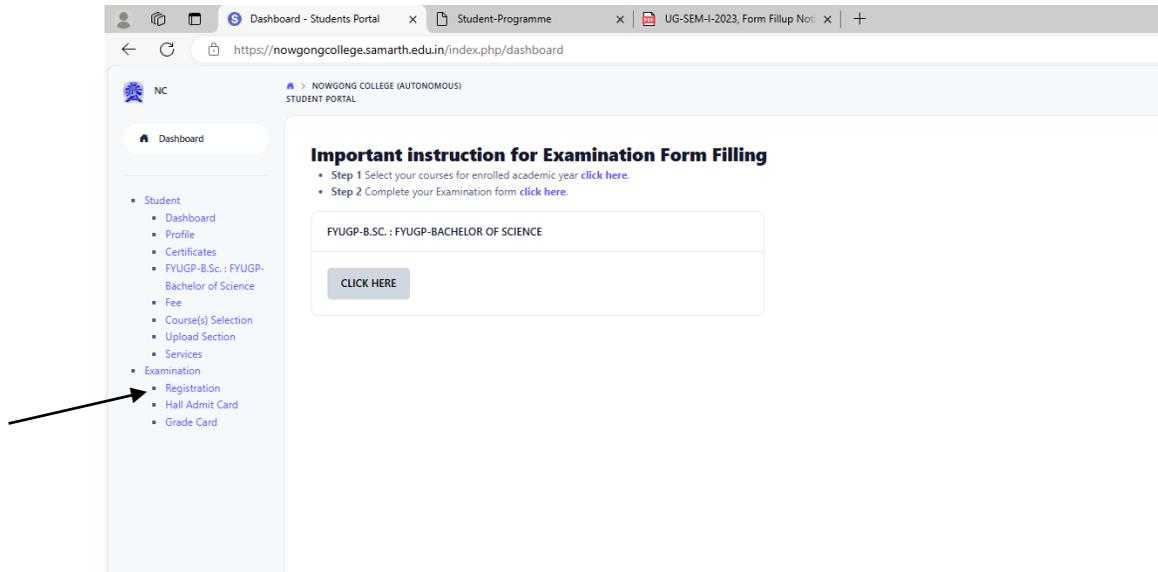
Step 2: Examination Registration: Once students click on the Examination Registration button which is visible on the left sidebar menu, the below shown dashboard will appear. The students need to click on **CLICK HERE FOR EXAMINATION FORM** button.
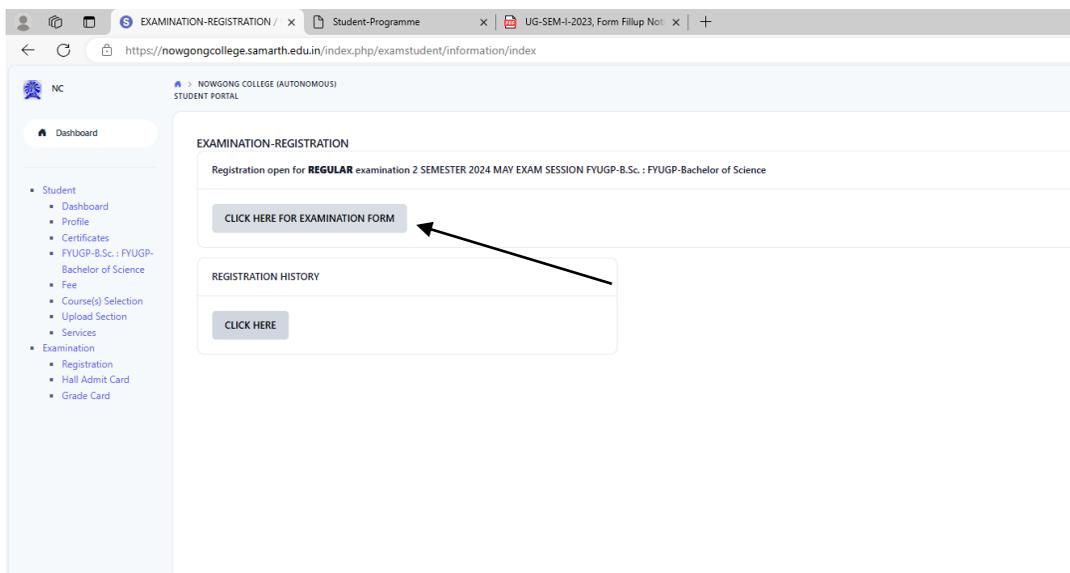
Step 3: Examination Registration: Once students click on the 'Click here for Examination Form' button, the following dashboard will appear. In this dashboard, students can check their examination form-related details and if students belong to the PwD category, they can mention their Nature of Disability and if they require a Scribe, they can select Yes. If the student don't belong to the PwD category, he/she can select **NOT APPLICABLE** from the dropdown, and then click on **SUBMIT** button.
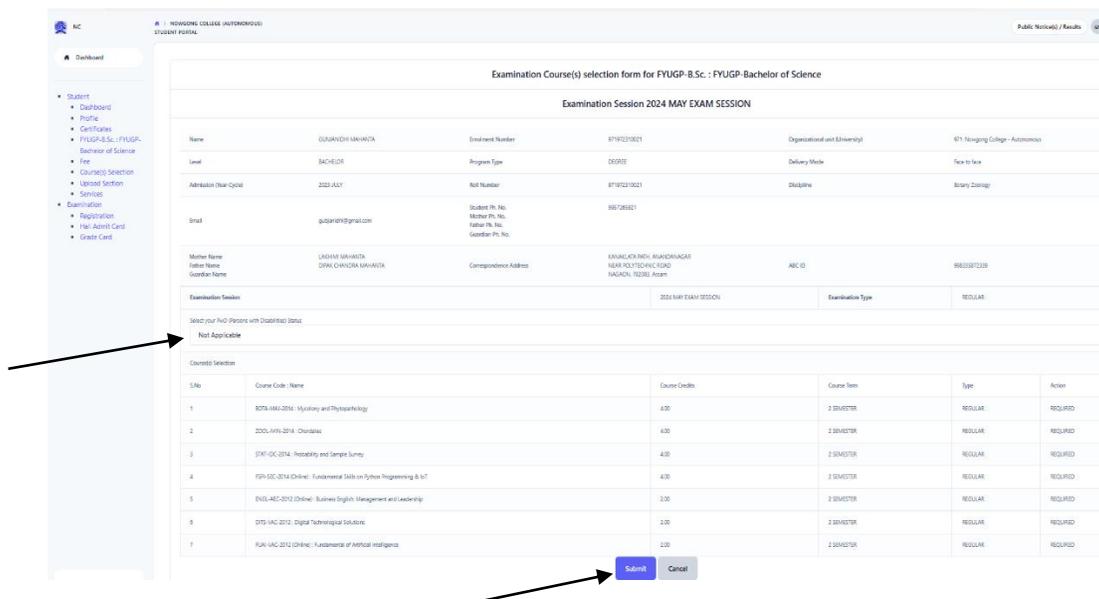
Step-4: Submission of Examination Form: After clicking on the Submit button, the option of **UPDATE COURSE(S)** and **CLICK HERE TO ENTER PAYMENT DETAILS AND SUBMIT EXAM FORM** buttons will appear. If students want to update the courses, they can do so by clicking on **UPDATE COURSE(S)** button or if they do not want to, they can click on the **CLICK HERE TO ENTER PAYMENT DETAILS AND SUBMIT EXAM FORM** button as shown below.

Step-4: Entry of Payment Details and Final Submission: Once students click on 'click here to enter payment details and submit exam form' button, the below show page will appear. The students need to enter the payment details (done either through scanning UPI QR code or through internet banking). The 'Reference Number' will be Transaction number/ID, the 'Remarks' will be 'FYUGP 3rd Semester Exam Fee' and 'Date of Payment' will be the date of making online payment. After filling the payment details, students need to click on **SUBMIT** button as shown below.

Once students submit their Examination form, a message (Examination form Submitted Successfully) will be displayed and students need to print their examination form from the **Print Application option**, and submit it to the college office along with other documents.